



Indiana Department of Education

Dr. Katie Jenner, Secretary of Education

To: Business Managers, Business Officers, Treasurers, and Charter School Sponsors

From: Melissa K. Ambre, Director, Office of School Finance

Subject: 2021-2022 Curricular Material Summary Cost Reimbursement Claim Form Instructions

Date: September 2021

This communication is to inform school officials of the process for submitting curricular material reimbursement information for the 2021-2022 school year, as this process has changed. Any reference to curricular material in this memorandum includes all classifications found under Indiana Code 20-20-5.5.

Under I.C. 20-33-5-9.5, curricular material reimbursement by the state to school corporations, charter schools, and accredited nonpublic schools for school year 2021-2022 will be based on the amount appropriated for the state fiscal year divided by the number of eligible accredited public and nonpublic school students for which reimbursement was requested.

The Indiana Department of Education (IDOE) will calculate a per-student reimbursement amount based on the number of eligible students reported in Data Exchange. Additionally, curricular material costs will be captured through a Jotform completed by each school between **October 1 and October 31, 2021**.

Curricular materials (including material used in special education and gifted and talented classes) is defined in I.C. 20-18-2-2.7 as “systematically organized designed to provide a specific level of instruction in a subject matter category, including:

- (1) books;
- (2) hardware that will be consumed, accessed, or used by a single student during a semester or school year;
- (3) computer software; and
- (4) digital content.”

Please keep in mind that school food authority personnel can only share applications for curricular material assistance when a parent/guardian has opted into the Curricular Material Assistance Program.

Submission of student-level data

Schools can submit student-level data through the Student Information System (SIS) and validate the data in Data Exchange now through October 15, as part of Data Exchange Curricular Material Reimbursement Reporting through the Student School Associations (enrollments) and Student Program Associations. All guidance is found in [Knowledge Hub](#).



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- Student-level data will be aggregated for the grade level student counts.

Submission of curricular material costs

- The process of submitting curricular material costs will be through [JotForm](#).
- This form will be available beginning October 1, however, a [sample form](#) is available now to help schools begin to pull together required information.
- The JotForm will look similar to the sample public school claim form with seven columns of data.
- Signature information:
 - The superintendent and preparer must:
 - Sign the JotForm
 - Provide a typed name
 - Include an email address (requested for preparer only)
 - Provide a telephone number
 - Signature data will be collected at the same time as other claim data.
- Submission:
 - Upon completion and submission of the JotForm, the preparer will receive an email acknowledging submission. The email includes a snapshot of the data fields.
 - Save the email in your files.
- Printable form:
 - Using Internet Explorer, you can print the form or you can take a screenshot of the JotForm.

Tips for completing the JotForm

- Grade level student counts are not reported on the JotForm.
- Amounts:
 - When entering amounts, the preparer may input dollars and cents.
 - Please report costs for eligible students reported in Data Exchange who requested curricular material assistance on or before October 1.
- School corporations that are not requesting curricular material reimbursement:
 - If you are not requesting curricular material reimbursement but reported student eligibility as part of free or reduced price lunch, complete all fields in the report.
 - In the curricular material costs section, enter one “zero” in a field.
 - If none of the claim form fields has a zero in it, upon submission, the preparer will receive an error message.
- Sign-off:
 - A school must complete the information in one sitting.
 - Both the superintendent and preparer must sign off on the form.
- Editing data:
 - You may edit the data, after submission, by clicking the edit link in the confirmation email you receive from IDOE.



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- Using the edit link included in the email, the preparer may edit the JotForm, modify any field, and resubmit.
- Before resubmitting the updated report, both the superintendent and preparer must sign the revised claim form.
- If you do not receive a confirmation email upon submission, you may have input the wrong email address.

Community Eligibility Program

Any school corporation or charter school participating in the Federal Community Eligibility Program must make a separate and individual determination for each student to participate in the state's curricular material reimbursement program.

A 2021-2022 application can be found in the curricular material reimbursement folder in the Public School Finance Community in Moodle at <https://moodle.doe.in.gov/>. If a school corporation or charter school chooses to develop its own application, the application must be submitted to the Office of School Finance for review and approval.

Reimbursement Requests

For a school corporation or charter school to receive some level of reimbursement for some or all of the costs incurred during the school year in providing assistance to eligible students, the JotForm must be filed between **October 1 and October 31**. (See I.C. 20-33-5-9(g)) The submission includes:

- 1) The costs incurred in providing:
 - a. Materials (including materials used in special education and high ability classes); and
 - b. Workbooks, digital content, and consumable materials (including other consumable teaching materials that are used in special education and high ability classes) that are used by students for not more than one school year.
- 2) The materials, except any materials used in special education classes and high ability classes, must be adopted by the governing body.
- 3) Any other information required by the department.

Reimbursable Items

- 1) Curricular material costs
- 2) Workbooks (including workbooks used in special education and gifted and talented classes)
- 3) Consumable Curricular Material (including consumable curricular material used in special education and gifted and talented classes)
- 4) Consumable Instructional Materials used in special education and gifted and talented classes.
- 5) Developmentally Appropriate Material for instruction in Kindergarten through grade three laboratories, and children's literature programs.



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Claim Form Descriptions

Total costs must be submitted for students determined eligible for curricular material assistance on or before October 1 and reported by October 15. Schools must complete the JotForm between October 1 and 31.

Grade Level

- Grade levels for Kindergarten through grade 12 are represented. The JotForm excludes a total student count for each grade level reported. Only curricular material costs for students who have met the eligibility determination for approved free or reduced-price meals are eligible for curricular assistance. All eligible students, including eligible gifted and talented and special education students, must be classified by grade.
- For the State Board of Accounts audit, each school corporation and charter school must maintain complete and accurate information concerning the number of students determined to be eligible for assistance.
- School officials may only claim curricular material costs for students who meet the financial eligibility standards found in I.C. 20-33-5.

Total Cost of Curricular Materials

- This column reflects the cost of providing curricular materials to eligible students at each grade level. The curricular materials for open category curricular material and curricular materials used in gifted and talented and special education should have been approved by the local governing body.
- Prorate curricular materials that are shared by students and curricular materials used on a quarter or semester basis.
- Kindergarten curricular materials should be included as costs if the material has been adopted for use by the local governing body.
- Include the total cost of providing curricular materials for all eligible students at the appropriate grade level reported in Data Exchange on or before October 1.
- Supplies or class fees should not be included in this column. These expenses are the responsibility of the local school corporation and not included as costs on the form.

Total Cost of Consumable Curricular Materials and Workbooks

- Consumable curricular materials are those which have been adopted by the governing body, as well as those consumable curricular materials for approved instructional open categories, gifted and talented education programs, and special education programs which have been adopted for use by the local school corporation and are used by students for no more than one school year. Examples include approved primary grade math books, handwriting books, and similar curricular materials.



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- Consumable kit materials that are part of an adopted (or waived) curricular material are included on the form.
- Workbooks are consumable, copyrighted materials designed to supplement curricular materials and guide the work of a student by providing questions, exercises, etc. Workbooks are used by students for no more than one school year.

Total Cost of Consumable Instructional Materials for Eligible Gifted and Talented Students

- Only consumable instructional materials for gifted and talented students may be listed.
- School officials must maintain complete and accurate records regarding the cost of instructional materials.

Total Cost of Consumable Instructional Materials for Eligible Special Education Students

- Only consumable instructional materials for special education students may be listed.
- School officials must maintain complete and accurate records regarding the cost of instructional materials.
- For school corporations sending students to a special education cooperative and being billed a flat instructional fee (not a tuition fee) for those students, the total fee may be listed as instructional materials and the curricular material/workbook breakdown will not be necessary. You must maintain a bill from the cooperative that reflects the instructional fee charged and paid.

Total Cost of Developmentally Appropriate Materials

- Developmentally appropriate material means material that is used instead of the purchase of a curricular material.
- In an adopted category, the cost of developmentally appropriate material may be claimed for Kindergarten through grade three, laboratories, and children's literature programs. In open categories, gifted and talented education programs, and special education programs, if a curricular material is not purchased for a course, the developmentally appropriate material may be claimed for Kindergarten through grade three, laboratories, and children's literature programs.
- School officials must maintain complete and accurate records regarding the cost of developmentally appropriate materials.

Total Costs

- This will automatically total the amounts, by grade, reported for each column.



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Questions concerning curricular material reimbursement can be emailed to doetextbooks@doe.in.gov.